



SACRAMENTO METROPOLITAN FIRE DISTRICT EMPLOYMENT OPPORTUNITY

POSITION: FIRE INVESTIGATOR
SALARY: \$4,472-\$5,436 per month

JOB SUMMARY: Under general supervision, conducts investigations and determines origin and cause of fires and explosions; identifies, apprehends, and assists in the prosecution of arsonists; enforces laws and regulations pertaining to Fire Prevention such as fireworks; identifies, preserves, collects, and presents evidence; is subject to call back and can work weekends or irregular work hours during the day or evening; performs other duties as required.

MINIMUM QUALIFICATIONS:

Age: Must be at least eighteen (18) years of age.

Education: Possess a high school diploma or equivalent GED certificate. Completed 12 college units of Fire Science or Criminal Justice in approved courses at the date of hire. Desired education includes Fire Instructor 1A and 1B.

Experience: Two (2) years of recent experience as a Fire or Law Enforcement (Peace Officer) Investigator or District suppression staff.

Certificates: Possess Penal Code 832 Certificate at date of hire or promotion as a condition of employment. Possess a minimum of a Level III Reserve P.O.S.T. certificate or its functional equivalent to satisfy the minimum District standards for carrying firearms. Possess certification as a Fire Investigator I by the State Board of Fire Services within two (2) years of position appointment.

District Suppression Employees: Seniority as a suppression employee ceases upon appointment to the Investigator position. Prior suppression employees will not be subject to suppression overtime or suppression promotional opportunities or station/vacation bidding process.

In the event that the career assignment is unsuccessful, the employee may request transfer to the suppression position previously held with proper justification and vacancy in the position previously held. If no vacancy exists, the employee shall be required to wait until a vacancy exists.

NOTE: Candidates to this assignment must pass a psychological examination and background check prior to being hired. Candidates may have no felony convictions or other public safety disqualifications. As a condition of continued employment candidates must successfully complete modified fire academy training.

Desirable: Bilingual ability.

Knowledge of:

- Local, state, and federal fire and explosive laws.
- Types and characteristics of fire.
- Chemistry and physics of fire; fire dynamics and behavior; characteristics of vegetation and building materials under varying degrees of fire intensity and duration.
- Techniques of identifying, preserving, collecting, and presenting evidence.
- Laws of arrest and search and seizure.
- Methods of scene documentation, including photography and sketching.
- Techniques of interview and interrogation, human behavior and motivation in order to reduce hostility and reticence on the part of witnesses and informants.
- Rules of evidence and courtroom procedure.
- Criminal investigation and background and internal affair investigation techniques.
- Modern methods and equipment used in arson detection.
- Characteristics and properties of fire safety hazards, fireworks and explosives, and flammable and combustible liquids.
- Fire detection and extinguishing systems and equipment.

- Local, state, and federal laws, ordinances, and regulations regarding fire protection, building codes, and hazardous materials.
- Principles and practices of fire and life safety inspection, enforcement work and hazardous materials disclosure including their relationship to fire ground operations.
- Correct English usage for effective written and oral communications.

Ability to:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public.
- Understand, interpret, and apply Penal Code, Health and Safety Code, Uniform Fire Code, and other applicable state and local laws and ordinances and federal laws.
- Understand and apply District program goals, objectives, and policies.
- Gather and analyze facts and evidence and present such evidence as required.
- Conduct complex and sensitive investigations.
- Use and maintain firearms.
- Write and serve warrants, file complaints, and make arrests.
- Analyze situations accurately and take effective action.
- Express positions clearly, concisely, orally and in writing. Prepare clear and comprehensive reports and keep accurate records.
- Use tact and good judgment in contact with the public and state and local agencies and officials.
- Read and write English at a level required for successful job performance.
- Perform common math processes involving addition, subtraction, multiplication, and division.
- Plan and independently perform arson fieldwork with general supervision.
- Judicially qualify for and appear as an expert witness.
- Associate with criminals, suspects and work in a high crime environment.
- Use keyboard skills and utilize District computer software and type at least 30 words per minute.
- Understand, interpret, and apply complex procedures, regulations, and directions in order to process or to verify the accuracy of information or documents.
- Gather, assemble, analyze and evaluate facts and evidence without benefit of well-established procedures, draw conclusions and make sound recommendations to the Fire Marshal.
- Establish effective rapport with victims, suspects, and witnesses in order to achieve cooperation and, in many cases, obtain confidential, personal information.
- Provide technical assistance to district personnel on the laws and techniques of arson investigation and related investigative work.

PHYSICAL REQUIREMENTS: Employees must be able to lift equipment as necessary.

Physical abilities must be commensurate with the essential functions of the position.

No person shall pose a direct threat to themselves or to the health and safety of other individuals in the work place, or to the public they serve.

LICENSE: Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.

HEALTH EXPOSURE: This is a Department of Health and Human Services Category I position. Tasks involve exposure to blood, body fluids, or tissues.

BENEFITS: The District offers a wide variety of programs covering health, dental, vision, life insurance, PERS retirement, vacation, sick leave, and paid holidays.

APPLICATION PROCEDURE: Employment Application and Job Announcement may be picked up and returned to:

Sacramento Metropolitan Fire District
Attn: Human Resources Division
2101 Hurley Way
Sacramento, CA 95825-3208

Monday thru Friday, between 8 AM to Noon and 1 PM to 5 PM, or you may visit the District's website at www.smfd.ca.gov. If you reside outside of the Sacramento Metropolitan area, an application will be mailed to you by calling 916-566-4432 or (916) 566-4433.

Final Filing Date: Friday, August 6, 2004, 4 PM. Faxes and Postmarks not accepted. Give the complete and exact job title as it appears on the job announcement; answer all questions and furnish all information requested on the application. Resumes and/or other material will not be considered in lieu of information requested on the application.

You MUST submit with the application a copy of a valid Department of Motor Vehicle File Copy, not over two (2) weeks old. No Exceptions!

SELECTION PROCESS: Application and supporting material will be used to select the best-qualified applicants for the qualification appraisal.

A qualification appraisal will be used to assess the candidate's skills, knowledge, training, and experience. The interview may consist of oral and/or written exercises and structured interview questions. Candidates who pass the interview will be placed on an eligibility list for appointment. The Fire Chief, when filling vacancies, will make a selection from those on the eligibility list.

Appointment is contingent upon passing a Background Check and a District paid pre-employment medical exam, which includes an alcohol/drug screening. Candidates who fail the pre-employment medical examination will have their names removed from the eligibility list. The District retains the right to either extend or abolish the eligibility list.

THE DISTRICT: The Sacramento Metropolitan Fire District was formed through the consolidation of the American River and Sacramento County Fire Protection Districts. The District is the largest local fire department in the County of Sacramento and the seventh largest fire agency in the State of California. The District is composed of residential, commercial, industrial and wildland areas, and is growing rapidly. The District staffs 41 Fire Stations, employing 534 suppression personnel and encompasses 417 square miles. The budget is approximately 118 million.

PROOF OF LEGAL RESIDENCE: Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, ALL new hire applicants will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the District.

**THE SACRAMENTO METROPOLITAN FIRE DISTRICT
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



ADVERSE CONDUCT GUIDE

Listed below is a partial listing of criteria that may disqualify you from consideration for employment with the Sacramento Metropolitan Fire District. This list is not meant to be a full and complete list.

- Falsification/Omission of any portion of the application or personal history statement.
- Current use of any illegal drug, including prescription drugs not prescribed to applicant.
- Any illegal drug use within the past two (2) years.
- Convicted of any Domestic Violence offense.
- Felony conviction to include felony traffic offenses.
- Conviction for Driving Under the Influence of Alcohol (DUI), Driving Under the Influence of Drugs (DUID), or Driving While Ability Impaired (DWAI) within the last three (3) years.
- Dishonorable or Bad Conduct Discharge from the United States Armed Forces.
- Theft, dishonesty, and any other character issues that may bring discredit to you and/or your employment with the District, in the event you were given an offer of employment.

You will undergo a rigorous, in-depth background investigation as a result of your application for this position. In the event that your background investigation for this position should uncover information that you have, or are suspected of having or have been engaged in illegal activities at this time, this information will likely bar you from further consideration for this position. If you are currently an employee of the Sacramento Metropolitan Fire District please be advised that any adverse admission may impact your current employment status. Illegal activities may also be reported to the law enforcement agency having jurisdiction where the activity occurred.